

May 19, 1967

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To: [redacted]

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From: [redacted]

Subject: Revised Estimate of Travel Costs for Task Order 17/[redacted]

In accordance with our discussion yesterday, I have put together some material which may be of help to you in supporting a request for additional travel money against the subject contract.

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As you will recall, travel costs as negotiated were in the amount of [redacted] was allocated for travel by [redacted] team personnel and the balance of [redacted] was allocated for travel by [redacted] consultants.

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As you will recall, the dollar value negotiated for travel was lower than that proposed [redacted] including consultants' travel). As you also may recall, I was concerned that even the proposed travel amount might not be adequate to cover expenses and had discussed with you and Henry, prior to negotiation of the contract, whether it might not be possible to trade-off labor for travel costs in the event that this was desirable and feasible.

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In the progress report for the month of February, dated March 7, 1967, we indicated that it was apparent on the basis of actual expenditures as of the end of February, that a revised travel estimate in the amount of approximately [redacted] would be necessary. At that point in time, we had expended approximately [redacted] which was more than half of the negotiated amount allowed for [redacted] team travel.

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An additional expenditure of approximately [redacted] was incurred during a one month period beginning April 9, 1967 in which virtually the entire [redacted] team established residence in Washington, D.C. in order to expedite the coordination of Task I subtasks.

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A summary of expenditures shows that from the beginning of the contract through May 6, 1967, at which time we completed the period of team residence in Washington, the actual expenditures incurred amounted to approximately [redacted]. Our estimates for travel for the remaining period of the contract amount to approximately [redacted] and allow for an average of 12 two day trips per month.

I believe that the increased travel costs are principally the result of the inability of either the Center or [redacted] to estimate the extent to which coordination of the work on subtasks was required. In particular, the expenditures incurred during the month in residence in Washington could not have

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been avoided under any circumstances if we were to achieve the necessary degree of coordination. The only other cost item contributing to the increased cost estimate was a trip by [REDACTED] to the West Coast for approximately [REDACTED] to review the organization and objectives of the PI questionnaire with personnel of the [REDACTED]

I hope the above information may be of some help. Please let me know if I can be of further assistance.

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[REDACTED]

SLC/cas

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